

OFFICE OF SPECIAL ACTIVITIES  
OSA HEADQUARTERS NOTICE 10-25

SECURITY  
5 August 1964

As a result of the current military activity going on in Southeast Asia, it is likely that considerable classified information and activities will be generated within the Office of Special Activities.

It is, therefore, appropriate at this time to remind OSA employees of their responsibility to protect all classified information and activity from compromise to unauthorized persons. This restriction includes those persons within this Agency and within government or private industry who hold many, or perhaps, all [REDACTED] security approvals and special clearances, but who have no need to know at this time. 25X1A

25X1A

[REDACTED]  
LT. COL. USAF  
Acting Assistant Director  
(Special Activities)

SECRET

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OFFICE OF SPECIAL ACTIVITIES  
OSA HEADQUARTERS NOTICE 10-24

SECURITY  
27 July 1964

EMPLOYEE CONDUCT

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1. As prescribed in Headquarters Regulation [REDACTED] responsible authorities will ensure that the rules of conduct for Agency personnel, as summarized in Headquarters Handbook [REDACTED] are brought to the attention of all employees in January and July of each year.

2. Each OSA Staff, Division, and Branch Chief will therefore be held responsible for ensuring that the listed regulation has been read by all employees under his jurisdiction.

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3. Copy of [REDACTED] is available in the Support Division.

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[REDACTED]  
Acting Chief  
Support Division, OSA

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OFFICE OF SPECIAL ACTIVITIES  
OSA HQS NOTICE NO. 10-22

SECURITY  
19 June 1964

1. Employees of OSA are reminded that in accordance with established Personnel and Security policies of the Agency, it is mandatory that all personnel keep their supervisors generally informed of their whereabouts at all times. It is the intent of these regulations that this requirement applies when employees are on annual or sick leave, involved in a TDY situation, as well as en route to, or returning from, a PCS assignment.

2. Incidents have occurred in the recent past wherein employees have changed their itineraries or plans and have failed to advise their supervisors or responsible officials of these changes. This, in turn, has led to doubts as to the employee's welfare, whereabouts, and official status. It has even been necessary at times to involve State, Local or Federal authorities in the effort to locate individuals. Considering the expense and man-hours consumed in such search activities and the concern and embarrassment that they induce, such situations are intolerable. Because of the extreme sensitivity of OSA Projects and the unique and extraordinary delicacy of certain of our security and cover arrangements, it is obvious that OSA's tolerance for unreported absences must be negligible.

3. Effective immediately, employees are asked to communicate to their supervisors within two hours any change of plans or itinerary which could cause any uncertainty or inaccuracy in the supervisor's mind as to the employee's whereabouts. Failure to comply with this notice will be met with serious administrative penalties.

[REDACTED]

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JAMES A. CUNNINGHAM, JR.  
Acting Assistant Director  
(Special Activities)

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**S E C R E T**

**OFFICE OF SPECIAL ACTIVITIES  
OSA HQS NOTICE NO. 10-19**

**SECURITY  
17 October 1963**

**PERSONAL SECURITY**

1. It has come to my attention that OSA personnel have been discussing highly classified information pertaining to OSA activities in uncontrolled areas.

2. OSA personnel are reminded that the discussion of privileged, sensitive information in uncontrolled areas such as planes, motels, automobiles (including vehicles driven by Agency chauffeurs), and discussion in other public or uncontrolled areas, is a violation of Agency Regulation [REDACTED] and subjects individuals engaging in such indiscretions to disciplinary action.

3. The very sensitive information with which we deal in OSA requires that each individual's Project clearance status be ascertained prior to making the recipient of such information witting of Project matters. It is also incumbent upon all OSA employees, in addition to verifying a person's Project clearance, to carefully weigh the "must know" principle of each situation, before disclosing Project data.

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[REDACTED]  
JAMES A. CUNNINGHAM JR.  
Acting Assistant Director  
(Special Activities)

**S E C R E T**

**S E C R E T**

**OFFICE OF SPECIAL ACTIVITIES  
OSA HQS NOTICE NO. 10-11**

**SECURITY  
29 May 1963**

25X1A 1. During recent weeks, SS/OSA has received several indications that personnel traveling to Burbank and [REDACTED] are establishing patterns, resulting in curiosity and speculation by unwitting persons such as taxi drivers, hotel clerks, etc. The speculation emanates primarily from the movements of personnel in the vicinity of the Plaza, Knickerbocker and Roosevelt Hotels in Hollywood. In particular, attention is being drawn to Lockheed.

2. SS/OSA recognizes that it is impossible to avoid completely this type of speculation and it is felt that it would be premature to place the above hotels off-limits. Early morning departures from the hotels for the Lockheed shuttle per se create curiosity in the minds of night clerks and taxi drivers who permanently base themselves at the taxi stands in front of the hotels. SS/OSA will continue to monitor the situation in Hollywood. Meanwhile, all OSA personnel are urged to be most discreet while in the Hollywood area, being especially cautious regarding travel to and association with Lockheed.

3. Some suggested cautions and remedies again emphasized are:

a. On occasion, utilize other motels or hotels in the Los Angeles or Hollywood area.

b. Refrain from congregating in groups at Hollywood hotel cocktail lounges, regardless of where staying.

c. Do not use "LAC" in conversation with desk clerks or other hotel employees.

d. During off-duty hours on the West Coast, avoid "shop talk" and all references to [REDACTED]

**S E C R E T**

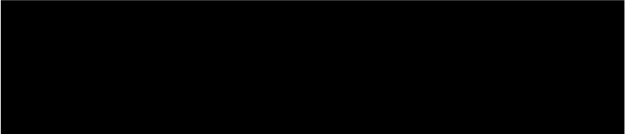
**S E C R E T**

**OFFICE OF SPECIAL ACTIVITIES  
OSA HQS NOTICE NO. 10-11**

**SECURITY  
29 May 1963**

4. The cooperation in this matter of everyone in OSA is strongly solicited. The large number of people currently passing through Hollywood compounds the problem and consequently requires utmost caution by all.

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**JACK C. LEDFORD  
COLONEL, USAF  
Assistant Director  
(Special Activities)**

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**S E C R E T**

OFFICE OF SPECIAL ACTIVITIES  
OSA HQS NOTICE NO. 10-9

SECURITY  
22 APRIL 1963


1. The following issuance from the Executive Director, CIA, is distributed for the information and compliance of all OSA personnel:

"1. The DDCI has advised the Executive Committee that it is the responsibility of all personnel to advise the Office of Security of any leaks of classified information. The Office of Security in turn will refer such items to the USIB Security Committee which is under the chairmanship of the Deputy Director of Security. The purpose of the DDCI's instructions was to give assistance to the Office of Security which obviously is not able to read all intelligence publications, and all newspapers and periodicals, and then judge whether classified intelligence material is being given to the press. The DDCI also had in mind that there has been a general and progressive erosion of intelligence information with consequent damage to sources and methods.

2. While the purpose of this action memorandum is to ask all supervisors to once again reinforce the requirements in our regulations, it is also to insure that all employees are advised that they can be of assistance in the matter of controlling leaks."

2. All personnel of OSA are requested to cooperate in this matter. For this Office, possible leaks of information should be referred to the Chief, Security Staff, OSA, for review prior to referral to the Office of Security.

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JACK C. LEDFORD  
COLONEL, USAF  
Assistant Director  
(Special Activities)

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